

## TOWN OF TYNGSBOROUGH

Office of the Board of Selectmen

25 Bryant Lane

Tyngsborough, MA 01879

Tel: 978 649-2300 Ext. 100 Fax: 978 649-2320

APPROVED

### Board of Selectmen Meeting Minutes

Monday, May 21, 2012 at 6:00 P.M.

Community Room, Town Offices, 25 Bryant Lane

Members Present: Selectman Rick Reault, Selectman Robert Jackson, Selectwoman Karyn Puleo, Selectman Allen Curseaden, Selectman Corliss Lambert

Staff Present: Michael Gilleberto, Admin Assistant Therese Gay

The listing of matters are those reasonable anticipated by the Chairman which may be discussed at the meeting. Not all items listed may in fact be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law.

#### **1. 6:00 PM Open Meeting/Pledge of Allegiance/Read Agenda**

The Chairman called the meeting to order. The Board introduced themselves. The Pledge of Allegiance was recited. The Agenda was read by Selectman Reault, Clerk of the Board.

#### **2. 6:05 New Business**

##### **A. Hunter/Norton Property Licenses**

The Town Administrator spoke with Special Counsel to confirm that a license could be issued. A completed document will be available for the Board's review. After some discussion the Board voted 5-0-0 on a motion by Selectman Lambert to authorize the Administrator to sign on behalf of the Board if no objection by the Board is raised. The Board had discussions on the fees, after discussions the Board voted 5-0-0 on a motion by Selectman Reault, second by Selectwoman Puleo to charge the ½ year fee the Hunter property for \$250.00 and the Norton property for \$1,250.00 and to split the legal cost between the two leases and to prorate the cost for the \$250.00.

##### **B. 6:35 PM FY 2012-2013 Appointments – Draft Letter/Media Notice**

The Board received and reviewed the draft letter and the media notice for the various vacancies on the boards and committees. The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectwoman Puleo to authorize the Administrator to send the letters to the appointees and to also place the vacancy notice on the media sites.

#### **3. Old Business**

##### **A. Energy and Environmental Affairs Committee**

The Board has asked the Administrator to get a status update on where the committee is at. Selectman Reault will continue to fulfill as the Selectmen's NMCOG Representative. The Board voted 5-0-0 on a motion by Selectwoman Puleo, second by Selectman Lambert to ask the former Chairman or the Vice-Chairman of the committee to give a status update to the Board.

##### **B. Green Communities Grant Program**

This topic was deferred.

##### **C. Zoning Board of Appeals – Associate Member Appointment**

The Board received a letter of interest to serve as an alternate member to the Zoning Board of Appeals. The letter was passed on to the Chairman of the Board and Robb Kydd, Chairman of the ZBA welcomes him to the Zoning Board. The Board voted 5-0-0 on a motion by Selectman Lambert, second by Selectwoman Puleo to appoint Joseph Durham as an Alternate Member to the Zoning Board of Appeals.

#### **D. Riverfront Park Bank Stabilization**

The Board deferred this discussion till Monday June 11, 2012

#### **E. Interim Town Accountant Services – Approve Contract**

The Administrator has been evaluating available firms to furnish accounting services to the Town in the interim. The interim Town Accountant has left the town's employ and to give the Board time to advertise for a new accountant the Administrator has evaluated 2 firms and has chosen and recommends Eric A. Kinshurf, CPA to assist the town from present till September when free cash is certified. The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Lambert to appoint Eric A. Kinsnerf, CPA as the Interim Town Accountant to start immediately and term to end September.

#### **F. Lunenberg Affordable Housing**

The Board deferred this topic till Monday June 11, 2012.

#### **4. Citizen/Business Time – No one came forward this evening.**

Citizens or business owners may contact the Office of the Selectmen to request to address the Selectmen during citizen/business time. Citizens or business owners who have not contacted the Office of the Selectmen in advance may address the Board of Selectmen on matters of interest to the public for not more than five (5) minutes.

#### **5. Meeting Minutes: Review/Approve**

##### **Executive Session Approved Minutes to Release**

##### **A. List of Executive Session Minutes – February 22 to April 4, 2011**

The Board after review voted 5-0-0 on a motion by Selectman Reault, second by Selectman Lambert to release the approved minutes of February 22, 2011, February 28, 2011, March 14, 2011, March 21, 2011, March 28, 2011, April 4, 2011, and April 20, 2011. After some discussion the Board voted 5-0-0 on a motion by Selectman Reault, second by Selectwoman Puleo to release the approved minutes of November 21, 2011, December 12, 2011 and December 22, 2011.

#### **6. Correspondence**

A list of correspondence will be included with approved meeting minutes per the requirements of the Massachusetts Open Meeting Law and may be posted online at [www.tyngsboroughma.gov](http://www.tyngsboroughma.gov). Copies of correspondence may be requested from the Office of the Board of Selectmen.

The Correspondence was read and the Board voted 5-0-0 on a motion by Selectman Reault, second by Selectwoman Puleo to accept the correspondence as read. The Board has asked that the Chief be invited to the Board's meeting on June 25, 2012 to discuss the department's policies and procedures.

#### **7. Selectmen's Reports**

- Selectwoman Puleo attended the Sheriff's forum at the Council on Aging for the Triade program for the seniors. There was a meeting at the GLTHS to discuss the capital plan the Committee is proposing. They will be before the Board for support to proceed to submit for funding at SBA.
- Selectman Reault updated the Board on the housing production plan, there are three steps to be completed within the next couple of months.
- Selectman Jackson has no updates this evening.
- Selectman Curseaden has not updates this evening.
- Selectman Lambert announced that there are several events going on at the High School, please access the media for time and date. Wish everyone a happy and safe holiday.

## **8. Town Administrator's Reports**

The construction on the Pawtucket Blvd and bridge is ongoing. Verizon is to remove the poles shortly. The Bridge is opening this summer. The old town hall is in the final stages the OPM should be finalized this week, the project is going out to bid this week it will take about six weeks, and the construction will take about 8 months. The discussion on the town barn is ongoing. We are looking at options to finish the wash station at the highway department. The Memorial parade is Monday and the Town Hall will be closed.

The Board ended the open session at 7:10 PM and moved to the work session.

## **9. Work Session**

The Board met in a work session to discuss how better to work together and to move forward. Topic for discussion: length of the meetings, introducing of new items for discussion only, unless there is an emergency and a vote needs to be taken; on setting the agenda, if a member has a topic to add just notify the Administrator, and changed the outline of the agenda. Selectman Lambert has volunteered to pen a policy and procedure for the Board to follow. The Board asks that Town Counsel meet with the Board to discuss the open meeting law session, and to have a session for all town boards and committees. The chairman asks that everyone write a list on topic of interest for the next meeting. Also the Chairman asks that the Board prepare two to three goals they would like to discuss at the June 4, 2012 work session.

The Board exited the work session and entered the executive session at 8:30 PM.

## **10. Executive Session**

The board may move to go into executive session to discuss strategy with respect to collective bargaining, litigation, or exempt negotiations if an open meeting may have a detrimental effect on such subject matters.

- **Collective Bargaining**

The Board voted on a motion by Selectwoman Puleo, second by Selectman Reault to enter into Executive Session to discuss, collective bargaining as an open meeting may have a detrimental effect on such subject matter and to return to open session only to adjourn.

Roll Call Vote: Selectman Lambert, yes; Selectman Curseaden, yes; Selectwoman Puleo, yes; Selectman Jackson, yes; Selectman Reault, yes.

The Board entered into executive session at 8:30 P.M.

The Board exited Executive Session and returned to open session to adjourn at 8:45PM

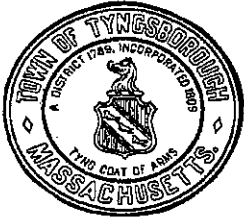
## **11. Adjournment**

The Board voted 4-0 on a motion by Selectman Reault, second by Selectwoman Puleo to adjourn the meeting. The meeting adjourned at 8:45 PM.

Respectfully Submitted by

Therese Gay  
Admin Assistant

Approved on *Monday June 4, 2012*



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  - B. FY 2012-2013 Appointments – Draft Letter/Media Notice**
- 3. Old Business**
  - A. Energy and Environmental Affairs Committee**
  - B. Green Communities Grant Program**
  - C. Zoning Board of Appeals – Associate Member Appointment**
  - D. Riverfront Park Bank Stabilization**
  - E. Interim Town Accountant Services – Approve Contract**
  - F. Lunenburg Affordable Housing**

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#### **7. Selectmen's Reports**

- Selectwoman Puleo –
- Selectman Reault – Northern Middlesex Council Of Government
- Selectman Jackson – Street Acceptance/Roads
- Selectman Curseaden – Technology, Pawtucket Blvd Project, Abandoned Homes
- Selectman Lambert –

#### **8. Town Administrator's Reports**

- Response to Selectmen's Requests
- Budget
- Departmental Information
- Contracting/Procurement
- Other

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#### **10. Executive Session**

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- Collective Bargaining

#### **11. Adjournment**

#### **Future Meetings**

**\*\*Monday May 28, 2012 Town Offices Closed in Observance of Memorial Day**

**Monday, June 11, 2012 at 6:00 PM at the Town Offices.**

**Monday, June 25, 2012 at 6:00 PM at the Town Offices**

[illegible]